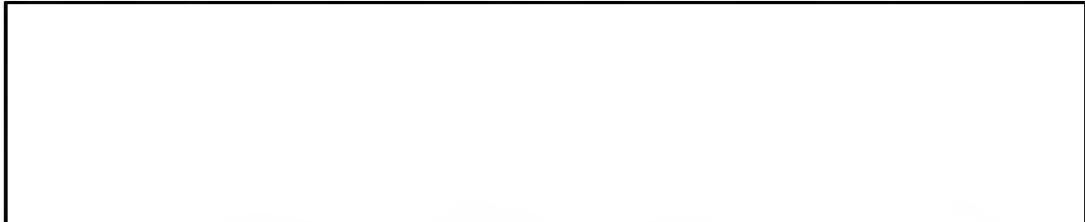1 2 OCT 1973

MEMORANDUM FOR: Deputy Director for Management and Services

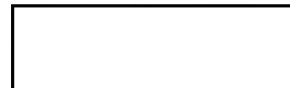SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 12 October 1973:

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    b. **Receipts.** Prepared a staff paper requesting approval by the Director of Central Intelligence for a recommendation to increase from $15 to $50 the minimum amount for which receipts are required to support claims and accountings, except for travel claims. The recommendation was limited to claims and accountings at overseas stations chargeable to confidential funds.

    c. **Payroll.** Prepared a proposed book cable which is now being coordinated by SSA-DD/M&S for release to all stations and bases establishing PAYROLL as a clear text special indicator to be used on all communications which relate in any way to compensation and allowance payments. The proposed cable also directs the use of cable with payroll indicator to notify Headquarters of PCS arrivals and departures. The purpose of the revised instructions is to provide faster information to the Compensation and Tax Division on all matters affecting compensation and allowance payments so as to minimize the number of overpayments and underpayments.
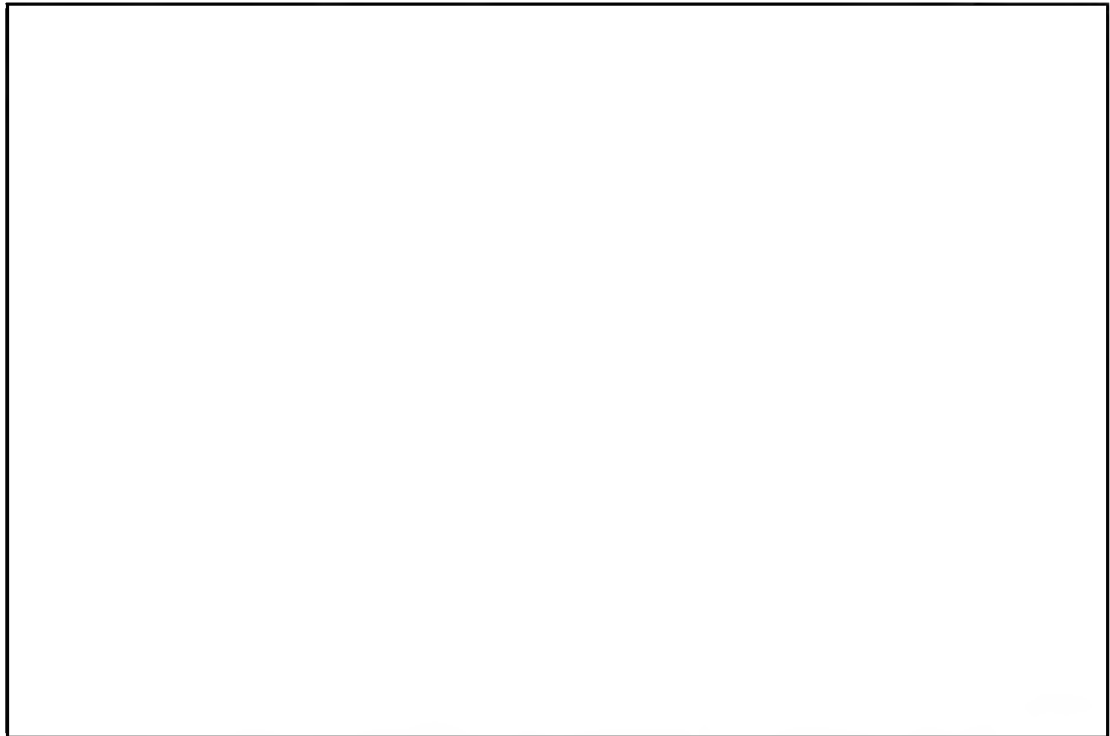
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SUBJECT: Activity Report - Office of Finance

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     f. <u>ADP Resources Allocations</u>. We have reviewed the ADP Resources Allocation report for August and it is increasingly apparent that a significant adjustment will be required in current year allocation ceilings to provide for the impact of higher level costs of the revised payroll system. The current year allocation is a straight line projection based on last year's experience which includes costs for only two months of actual operation of the new system.

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     g. <u>CIARDS</u>. Messrs. [   ] OF, and [   ] OJCS, met with Mr. Kroll, Treasury Actuary, to reach firm agreement on the data elements which will be required for the forthcoming actuarial study. Mr. Kroll advised that he is currently making some changes in the computer programs (13 basic programs) which he is utilizing for the actuarial study now in progress for the Foreign Service Retirement system. He hopes to make the first of these programs available to us by mid-November. [   ] expressed optimism of the ability of OJCS to use these programs (FORTRAN) without undue difficulty.

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SUBJECT: Activity Report - Office of Finance

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       h. Key Data Access Center [ ] OF, met with Messrs. [ ] OJCS, to discuss the range of potential applications for which the Key Data Access Center, now nearing a state of readiness for installation of hardware, can be used. The OJCS representatives suggested that an immediate application, which would be of direct benefit to the Office of Logistics and would also be useful to the Office of Finance, would be the transfer of certain CONIFF II functions now being performed at the Headquarters DAC. The merits of this suggestion are being explored with the Office of Logistics. Further discussions and study of this and other applications will be required before final decisions are made on the initial hardware configuration.

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SUBJECT: Activity Report - Office of Finance

2.   Significant activities for next week include:

a.   Legislative Pay Increase.   The Compensation
and Tax Division will initiate all actions required
to give effect to the legislative pay increase in
pay checks for the pay period beginning 14 October.
This increase will appear in the 9 November pay
checks for employees paid biweekly and the 23 Novem-
ber pay checks for employees paid every four weeks.

b.   Revised Payroll System.   _____ will
meet with _____ to discuss actions required
to smooth out some of the work flow problems in
the revised payroll system.

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(signed) Thomas B. Yale

Thomas B. Yale
Director of Finance